

MINUTES OF MEETING
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Amelia Concourse Community Development District was held Tuesday, August 18, 2020 at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034 with additional participation through Zoom communications media technology pursuant to Executive Orders 20-52, 20-69 and 20-193 issued by Governor DeSantis pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum were:

Harvey Greenberg	Chairman
Ellen Cator	Supervisor (via Zoom)
Ellis Lancaster	Supervisor (via Zoom)

Also present were:

Daniel Laughlin	District Manager
Jason Walters	District Counsel (via Zoom)
Dan McCranie	District Engineer (via Zoom)
Tony Shiver	First Coast CMS

The following is a summary of the discussions and actions taken at the August 18, 2020 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 11:12 a.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Affidavit of Publication

A copy of the affidavit of publication for the public hearing and meeting was included in the agenda package.

FOURTH ORDER OF BUSINESS Staff Reports (1)

A. District Engineer – Consideration of Requisition Nos. 29 and 30

Mr. Lancaster stated, “requisition 30 is for \$2,576 and 29 is for \$3,900. We recommend approving them.”

On MOTION by Mr. Greenberg seconded by Mr. Lancaster with all in favor requisition numbers 29 and 30 were approved.

Mr. McCranie gave a brief update to the Board that there is still some outstanding work that needs to be done to close out the Phase 3 construction as far as Nassau County is concerned and he has emailed the president of AJ Johns and a Dream Finders representative to coordinate with the County on the final punch list items.

B. Trim All Landscape Report

Mr. Shiver informed the Board that the fall annuals are schedule to be installed at the entrance and amenity center the first week of September. There have been many complaints about grass in the ponds. Mr. Shiver has requested that Trim All install discharge blockers on their mowers and recommends that become contingent upon renewal of their contract if it is not done voluntarily.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the May 19, 2020 Meeting

On MOTION by Mr. Greenberg seconded by Mr. Lancaster with all in favor the minutes of the May 19, 2020 meeting were approved as presented.

SIXTH ORDER OF BUSINESS

Consideration of Responses to Request for Qualifications for Engineering Services

A. Yuro & Associates

B. Johnson, Mirmiran & Thompson, Inc.

Mike Yuro of Yuro & Associates and Robert Dvorak, Steven Brletic and Jason Evert of Johnson, Mirmiran & Thompson were in attendance via Zoom and gave a brief overview of their firm’s qualifications and answered questions posed by Mr. Greenberg.

The selection criteria used in ranking the firms was (1) ability and adequacy of professional personnel with a maximum of 25 points possible, (2) consultant’s past performance

with a maximum of 25 points possible, (3) geographic location with a maximum of 20 points possible, (4) willingness to meet time and budget requirements with a maximum of 15 points possible, (5) certified minority business enterprise with a maximum of 5 points possible, (6) recent, current and projected workloads with a maximum of 5 points possible, and (7) volume of work previously awarded to consultant by district with a maximum of 5 points possible. Each Board member scored the firms separately and read their scores into the record. Mr. Greenberg gave Yuro & Associates 70 points and JMT, Inc. 78 points. Mr. Lancaster gave Yuro & Associates 91 points and JMT, Inc. 83 points. Ms. Cator gave Yuro & Associates 77 points and JMT, Inc. 76 points. Mr. Laughlin also scored the firms with a total of 85 points for Yuro & Associates and 90 points for JMT, Inc. The average score between all of the board member's score came to 81.75 points for JMT, Inc. and 80.75 points for Yuro & Associates.

Mr. Greenberg motioned to accept an average of the scoring among the board member's scoring. The motion died due to lack of a second.

Mr. Lancaster expressed a preference for Yuro & Associates for reasoning of being involved in less projects currently, being a local firm and having experience working with Nassau County. Ms. Cator concurred.

On MOTION by Ms. Cator seconded by Mr. Lancaster with Mr. Greenberg opposed accepting Mr. Lancaster's scoring of the firms and ranking Yuro & Associates number one with 91 points and JMT, Inc. number two with 83 points was approved.

Mr. Walters noted he would prepare an agreement and report back at the next meeting.

SEVENTH ORDER OF BUSINESS Consideration of Proposal for Holiday Lights

Mr. Shiver presented a proposal from Elite Lighting to have commercial grade holiday lighting installed at the entrance, as well as the clubhouse for a total of \$4,434. If the lighting is installed in October, the vendor will allow a 5% discount. The lights would be owned by the vendor and they would be removed at the end of the year. Mr. Shiver presented the Board with a second option to purchase commercial grade lighting and soliciting vendors to install the lights.

Mr. Greenberg stated, "The phase one homeowner's association is contributing \$1,000 toward this project. We would like Phase 3 and 2 contribute a similar amount. In as much as Phase 2 has not been turned over and I suspect the majority of residents would support this.

Mr. Lancaster responded, "I think the best thing to do would be to type up something simple that explains what the ask is and what they're getting, and we can provide that to the residents in Phase 2. I would say it's probably going to be hard for Phase 3, because you're going to have a small amount compared to the number of residents that are in Phase 1 and Phase 2 because they're just starting to close houses in there. I'm sure once Phase 3 is completely built out there would be no issue with everyone chipping in for the lights.

Mr. Greenberg asked if Dream Finders would contribute on behalf of Phase 3. Mr. Lancaster responded he would have to talk it over with the company.

On MOTION by Ms. Cator seconded by Mr. Greenberg with all in favor purchasing holiday lighting and seeking a vendor for installation of the lighting at an amount not to exceed \$4,000 was approved.

EIGHTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2019 Audit Report

Mr. Laughlin gave a brief overview of the audit report, noting there were no deficiencies in internal control, meaning it is a clean audit.

On MOTION by Ms. Cator seconded by Mr. Greenberg with all in favor the Fiscal Year 2019 audit report was accepted.

NINTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2021 Budget

On MOTION by Ms. Cator seconded by Mr. Greenberg with all in favor the public hearing was opened.

Mr. Laughlin noted there was no increase in assessments.

There being no comments from the public, a motion to close the public hearing followed.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor the public hearing was closed.

A. Consideration of Resolution 2020-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2021

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor Resolution 2020-08 was approved.

B. Consideration of Resolution 2020-09, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2021

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor Resolution 2020-09 was approved.

NINTH ORDER OF BUSINESS

Discussion of Suspension of Resident’s Amenity Privileges

Mr. Laughlin stated, “This is an item we discussed at length at the last meeting. The resident has fulfilled everything the Board asked for and payment was received. I would say at this time his privileges are reinstated as discussed at the last meeting. If there are no questions or comments, we will move on.”

ELEVENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

TWELFTH ORDER OF BUSINESS

Staff Reports (2)

A. District Counsel

Mr. Walters noted his firm is continuing to monitor all of the directives from the Governor’s office and local and state directives and will keep board members and staff in the loop.

Mr. Walters stated, “A quick update on the Phase 1 roadway issues that we’ve discussed in the past. I’ve had a few working group phone calls with folks from the county including the engineer and county attorney and manager. We’ve discussed various options. The last few have been productive, and I think the county has a game plan moving forward that I think is probably in everyone’s best interest. I’ll keep the board abreast as that progresses. I hope to have some actions taking place in the next few weeks that will hopefully keep this issue moving forward and allow the District to cooperate with the County in terms of pursuing some revenues on that.”

B. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2021

A copy of the proposed meeting schedule was included in the agenda package.

Mr. Greenberg requested the November meeting be held in person.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor the Fiscal Year 2021 meeting schedule was approved as presented.

C. Operations Manager – Report

Mr. Shiver informed the Board the facility is currently approved to hold a maximum of 40 people and suggested that number be increased to 50 people to match the number approved by the Governor. Mr. Shiver also recommended eliminating weekday staffing and moving to staffing the facility only on Fridays, Saturdays and Sundays with the number of people at the pool decreasing. The current pool hours are 10:00 a.m. to 7:00 p.m. Mr. Shiver also recommended extending the hours until dusk in response from a request from Ms. Cator to extend the pool hours.

Mr. Shiver also noted the Phase 2 HOA requested use of the clubhouse for a meeting in September at 5:30. The group will be required to meet in the outdoor covered area and staff will issue notices to the residents that the pool will need to be closed while the meeting takes place.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor allowing the Phase 2 HOA to hold the meeting at the amenity center in the outdoor area was approved.

THIRTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Copies of the financial statements were included in the agenda package.

B. Approval of Check Register

A copy of the check register totaling \$125,713.58 was included in the agenda package.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor the Check Register was approved.

C. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package showing the District is fully collected.

FOURTEENTH ORDER OF BUSINESS Audience Comments / Supervisor’s Requests

Mr. Fernando Malacara, 95323 Snapdragon, asked how it makes sense to restrict the hours in the morning rather than opening from dawn to dusk since it increases the amount of people and the pool. Mr. Shiver responded that the intent is to have the facility staffed prior to it being reopened to allow time to clean the facility.

Ms. Malacara, 95323 Snapdragon, asked about the length of the contract of the engineer selected previously in the meeting and what happens if the firm is not a good fit for the community. Mr. Laughlin responded there is a 30-day termination clause if the Board is not satisfied and if the engineering firm decides to terminate the contract there is a 90-day notice requirement. Ms. Tucker also expressed concern at the restricted morning pool hours.

Mr. Charles Gay, 95185 Windflower Trail, informed the Board he sent a letter to the County Commissioner requesting more stop signs installed within the community.

Mr. David Bellefeuille, 95348 Snapdragon, expressed concern at the number of vehicles driving through a right of way marked for emergency vehicles and JEA use only. Mr. Laughlin asked the resident to contact him so the issue can be addressed with the engineer.

FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – TBD

The next meeting is scheduled for November 17, 2020 at 11:00 a.m.

SIXTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Greenberg seconded by Mr. Lancaster with all in favor the meeting was adjourned.


Secretary / Assistant Secretary


Chairman / Vice Chairman